

Opening Date:	June 6, 2013	Closing Date:	June 11, 2013
Job Title:	Mental Health Court Case Manager	Position Type:	Temporary Full Time
PIN:	840513, 840514, 840515	FLSA Status:	Exempt
Location:	District 5, Prince George's County Upper Marlboro, Maryland	Salary :	\$21.60 per hour (This is a Grant Funded Position with No State Benefits)
Financial Disclosure:	Yes		

Essential functions: Under the auspices of the Office of Problem Solving-Solving Courts and the Administrative Offices of the Court, and general direction of the mental health court Judge, Court Administrator and/or the Administrative Clerk, this position will be responsible for overseeing the ancillary service component of the mental health court program. Major responsibilities include expert knowledge of community and mental health services, developing case plans, facilitating access to various services and monitoring participant progress, completing weekly case notes, writing agreements, following judicial directives, weekly report writing, data collection, identifying and evaluating new resources, establishing new contacts, developing partnerships, being innovative with traditional services, foresight to assess program and participant needs, support client needs and ability to manage case load of up to fifty persons.

Education: Bachelor's Degree from an accredited college or university in social work, psychology, criminal justice, business management, behavior management, public health, sociology, public or court administration, or a related field.

Experience: Two years of fieldwork or case management experience to include project or program case management, in the field of mental health, addictions, human/family services, health services, public safety or law enforcement, court management.

or

Education: Associates Degree from an accredited college or university in social work, psychology, criminal justice, business management, behavior management, public health, sociology, public or court administration, or a related field.

Experience: Four years of fieldwork or case management experience to include project or program case management, in the field of mental health, addictions, human/family services, health services, public safety or law enforcement, court management.

Note: This position will not act in a clinical capacity and supervision hours will not be offered if applicant requires clinical licensing hours. Licenses and Certificates are not a requirement for employment, but are preferred.

Skills/Abilities: Knowledge and experience with regard to case management, ancillary services, coordinate many disparate agencies, programs and providers, develop partnerships, knowledge of clinical and criminal justice services, levels of care, ability to communicate effectively, to facilitate meetings, give presentations, and engage outside organizations to utilize services and to compose grants proposals. Ability to develop and foster a spirit of teamwork among participants, develop and supervise, community service and volunteer projects for participants and committees and to bring people from different agencies together to accomplish the goals of the program. Ability to work with a diverse population, and exercise a high degree of confidentiality, judgment, tact, diplomacy and competency in dealing with judges, attorneys, court personnel, service providers, defendants, families and the public. Ability to apply statutory requirements and to understand and comply with state and federal confidentiality laws concerning mental illnesses, medical and substance abuse treatment; excellent interpersonal and writing skills and ability to maintain good long-term working relationships within and outside the Judiciary. Ability to collect and analyze relevant data and prepare related reports. Must have a valid Maryland driver's license. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume stating position title and location and PIN number. Materials must be received in the Human Resources office at the address below. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.